



Head of Policy and Impact

January 2022

Background

Sphere was established in 1997 as an inter-agency project in response to concerns about the performance, accountability and lack of co-ordination among humanitarian actors during the Great Lakes refugee crisis. Sphere developed standards for humanitarian response which have inspired generations of humanitarians and transformed from a project to an independent non-profit membership organisation in 2016.

Sphere is now a diverse global community that brings together frontline practitioners, humanitarian agencies, community organisations, trainers, donors, policy makers, government agencies and affected communities, around a common goal – to improve the resilience of, and outcomes for, people affected by disaster and crisis.

We establish, promote and review standards for humanitarian action which provide an accountable framework for preparedness, resource allocation, response, monitoring and advocacy, before, during and after disasters and crises.

What is expected of you in this role?

The overall purpose of the role is to lead on policy and advocacy activities related to the implementation and institutionalisation of Sphere and other humanitarian standards, and provide and/or co-ordinate practical and policy support to members and practitioners to identify and document the impact of these standards and any lessons therein.

1. Policy and Advocacy

- 1.1. Develop and manage Sphere's policy and advocacy initiatives related to Sphere and other humanitarian standards to promote their institutionalisation and application.
- 1.2. Manage key aspects of Sphere standards revisions and input into global policy processes related to humanitarian standards.
- 1.3. Support the revision process for the Core Humanitarian Standard and HSP standards.
- 1.4. Support HSP candidates to develop standards in line with the HSP vision and approach.
- 1.5. Plan and produce "How to" guides, thematic sheets, *Sphere Unpacked* and other policy and practical guidance to support the application of Sphere standards.
- 1.6. Support key stakeholders to advocate for and support Sphere within the humanitarian sector and beyond.
- 1.7. Draft policy, advocacy and discussion papers for Sphere on relevant topics in consultation with the ED.
- 1.8. Support initiatives that are seeking to develop standards, including applications to join the HSP.

2. Impact

- 2.1. Manage and co-ordinate practical and policy support to practitioners and members in implementing and promoting Sphere standards.
- 2.2. Research relevant developments and issues of strategic significance in the sector, including evidence and evaluations relating to Sphere standards.
- 2.3. Provide and/or co-ordinate practical and policy support to members and practitioners to identify and document the impact of Sphere standards and any lessons therein.
- 2.4. Identify and collate evidence of impact, lessons and case studies from members and other practitioners.

3. Other

- 3.1. Contribute to donor reports, newsletters, website content and other communications on policy and impact issues.
- 3.2. In consultation with the ED and in conjunction with the Partnerships Director, represent Sphere at conferences, workshops, IASC processes, Quality & Accountability events, the CERAH Advisory Group for the Humanitarian Encyclopaedia and other relevant groups/events.
- 3.3. Support the development and review of funding proposals, and annual operational and financial plans.
- 3.4. Any other duties as reasonably required by the Executive Director.
- 3.5. As the Sphere secretariat is a small team, each member of the team is expected to work collaboratively, including assisting and covering other areas of responsibilities as required.

What we are looking for

The successful candidate is a motivated, organised, inquisitive and experienced individual, passionate about humanitarian standards and the sector, ready to support Sphere's overall mission, team and global community.

You will be joining a small, friendly and focused team to deliver real improvements in accountable and high-quality humanitarian work. You will have sophisticated analytical skills, be experienced at appraising proposals and opportunities, have strong project and relationship management skills, and be committed to making a difference.

Required education, skills and experience:

- Master's degree or higher qualification in a relevant area or equivalent
- At least five years' senior level experience in areas related to humanitarian policy, advocacy and impact.
- Proven project coordination/management experience, including the ability to innovate, manage risks and motivate and harness the skills of others
- Understanding of the needs of a variety of Sphere users (field practitioners, UN agencies, donors, academia, etc.)
- Good understanding of Quality & Accountability issues in humanitarian response
- Commitment to the fundamental goals of Sphere
- Excellent IT skills (Word, Excel, PPT, etc.)
- Excellent communication and interpersonal skills (oral and written)
- Demonstrated ability to engage and communicate effectively with diverse stakeholders
- Ability to work both independently and in a collaborative manner, including covering for others
- Excellent organisational and planning skills, including attention to detail
- Ability to manage multiple portfolios, prioritise a diverse workload and meet deadlines
- Team player committed to achieving common goals
- Able to work effectively in a multicultural team and international environment
- Exceptional degree of good judgement, objectivity and maturity.
- Culturally sensitive and high degree of integrity
- Ability and willingness to travel internationally as required
- Excellent oral and written English and at least one other Sphere language, preferably Spanish

Recruitment process

Please send your CV and a letter of motivation to recruitment@spherestandards.org including 'Head of Policy and Impact' in the subject line.

This is a full-time position based in Geneva, Switzerland¹. All candidates must hold a valid Swiss work permit.

Application deadline: Applications will be reviewed on a rolling basis until 11 February 2022.

Interviews will be held on a rolling basis. Only shortlisted candidates will be contacted.

Sphere does not discriminate potential employees on the basis of their race, colour, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age or disability.

By applying for this role, you give Sphere your consent to process your personal data for the purpose of handling your application.

¹ *The Sphere office is based in Geneva, Switzerland. The Sphere Secretariat follows the Swiss Federal and Cantonal authorities' recommendations which prioritize working from home. You must be able to work remotely for the initial stages of your employment with Sphere, and you must be prepared to work from the office in Geneva when the authorities' recommendations change.*